

# Build Security In Review Process

All documents authored for the Build Security In web site go through this development and review process before publication.

Step	Actor	Action
1	Author	Completes a one-page description and outline of the content area.
2	Management Review Board (MRB) members	Review the one-page description and outline. Recommend approval to begin development of the content area document(s).
3	Author	One-third of the way through the development process, completes an initial draft of the document(s) using the BSI article template.
4	MRB members	Review the draft. Recommend acceptance/rejection.
5	Author	Two-thirds of the way through the development process, submits document(s) to external reviewers.
6	Reviewers	Review the draft. Note: At least three required reviewers are designated for each document.
7	Author	Resolves all issues raised by reviewers and modifies the document accordingly. Note: If either a reviewer or the author feels that the requested changes are major, the document must undergo another review pass.
8	MRB members	Recommend final acceptance/rejection.
9	Tech Lead	Decides on final acceptance/rejection.
10	Editor	Performs edit.

## Review Criteria

The following criteria can be considered in the review process:

Accuracy	Statements, illustrations, and references contained in a document should be factual; controversial claims should be qualified; conclusions should be justifiable by common knowledge or by premises given in the text.
Thoroughness	All relevant topics should be discussed at an appropriate level of detail, and references should be provided to other sources for topics that cannot be treated more fully because of constraints such as document size and audience interest. Sources of ideas should be acknowledged, and relevant prior work must be cited.
Informative Value	A reader from the intended audience should gain from the document an increased understanding of the topics and should be able to carry on an informed conversation after an initial reading. Documents should not dwell on the obvious.
Clarity	A reader from the intended audience should not have to read a passage of text multiple times to figure out what it means; the central idea, or thesis, of the document should be clear to the reader.
Contribution	A document should contribute new ideas, facts, understanding, improvements, or technology.
Timeliness	Facts and supporting information should be up to date.
Economy	Documents should contain only such sections as are necessary to explain the topic clearly. Extended discussion of moot points or excessive supporting material are unnecessary, incur additional costs, and make it difficult for the reader to recognize the important points in a document.
Appropriateness	A document should be an appropriate output from the BSI team and should adequately address the needs or interests of the intended audience.